Approved For Release 2001/07/30 : CIA-RDP78-06365A000700020002-2

OTR's Guide for Training Officers

I. Foreword

A. OTR's Charter (Ref:

STATINTL

- B. Philosophy of training
- C. Position of the Training Officer in relation to the training goal and activities of the Agency
- D. Training Programs

II. Contents

III. The Training Officer

- A. Duties
- B. Records
- C. Meetings
- D. Relation to the Registrar Staff

IV. Training Regulations and Notices

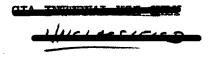
- A. Agency
- B. Internal OTR that pertain
- C. Notices that are pertinent to execution of Training Officer's functions

V. Publications

- A. Types
 - 1. Informational
 - a. Catalog
 - b. Schedule
 - c. OTR Bulletin
 - d. Special Bulletin
 - 2. Substantive
 - 3. Dissemination
 - a. Keadquarters
 - b. Overseas
- B. Relation to Agency Publications Board

VI. Internal Courses

- A. Admissions
 - 1. Procedures
 - a. Submission of Form 73
 - b. General activity of Registration Section
 - 2. Prerequisites
 - a. Assignments
 - b. Tests



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- 3. Changes
 - a. Schedule
 - b. Withdrawals
- 4. Accreditation
 - a. Complete
 - b. Incomplete
- 5. Evaluations Procedures
- 6. Records
 - a. Machine Runs
 - (1) General
 - (2) Specific
 - b. Course Rosters
 - c. Course Schedules
- 7. Reports Required of OIR

VII. External Courses

- A. Catalog collection
- B. Approved facilities
- C. Approved programs
 - 1. Approval
 - 2. Action
 - a. Travel
 - b. Cover
 - c. Records
 - d. Liaison
- E. Annual training requirements

VIII. Component Training

- A. Responsibility of OTR
- B. Organization and Approval
- C. Availability to all Agency personnel
- D. Enrollment procedures
- E. Agency Training Record

IX. Language Development Program

- A. Philosophy
- B. Regulatory Issuances
- C. Language courses
- D. Testing
- E. Awards Procedures in adjudication
- X. Glossery of Training Terminology: Words common to training programs and procedures
- XI. Samples of Forms
- XII. Catalog Text
- XIII. Schedule (Current)

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XIV. Organization of OTR with Functions and Responsibilities of Principal Interest to Training Officers

A. Chart diagraming the Executive, Staffs, and Schools

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- B. Staffs
 - 1. Plans and Policy Staff
 - a. Functions
 - b. Instructional improvement, Instructor's Guide
 - 2. Registrar Staff
 - a. Branches
 - b. Functions
 - 3. Support Staff
 - a. Graphics: Functions; Training Aids
 - b. Film Production: General activity
 - (1) Available Films
 - (2) Participation of Agency personnel
 - 4. Assessment and Evaluation Staff: Branches
 - a. Functions
 - b. Testing: PETB, FLATB, CATB, CETB
 - c. Evaluations

C. Schools

- 1. Intelligence School: Functions; Faculties; Location; Courses; General
- 2. School of International Communism and the U.S.S.R.: Functions; Faculties; Location; Courses; General
- Language and Area School: Functions; Location; Courses, including VLTP; General
- 4. Operations School
 - Headquarters: Functions; Faculties; Location;
 Courses; General
 - b. Base: Courses; Prerequisites to attendance; Briefing - Security, Travel, Communication
 - c. Covert: General activity

XV. Index

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